

General Guidelines for Extraordinary Ministers of Holy Communion

Sacred Heart of Jesus Parish – Boulder CO.

Dress appropriately; you are truly *Theotokos* (God-bearers)

Arrive 15 minutes prior to Mass

The first arriving EMHC should check that everything is in place (sacristan will have done this):

- Key is in the tabernacle
- Purificators and communion cups are on the credence table
- Gifts have been prepared (wine and 2 to 3 ciboria at back of church)
- Bring any questions to the celebrant, if present
- There should be a clean purificator on the altar and the credence table for purification

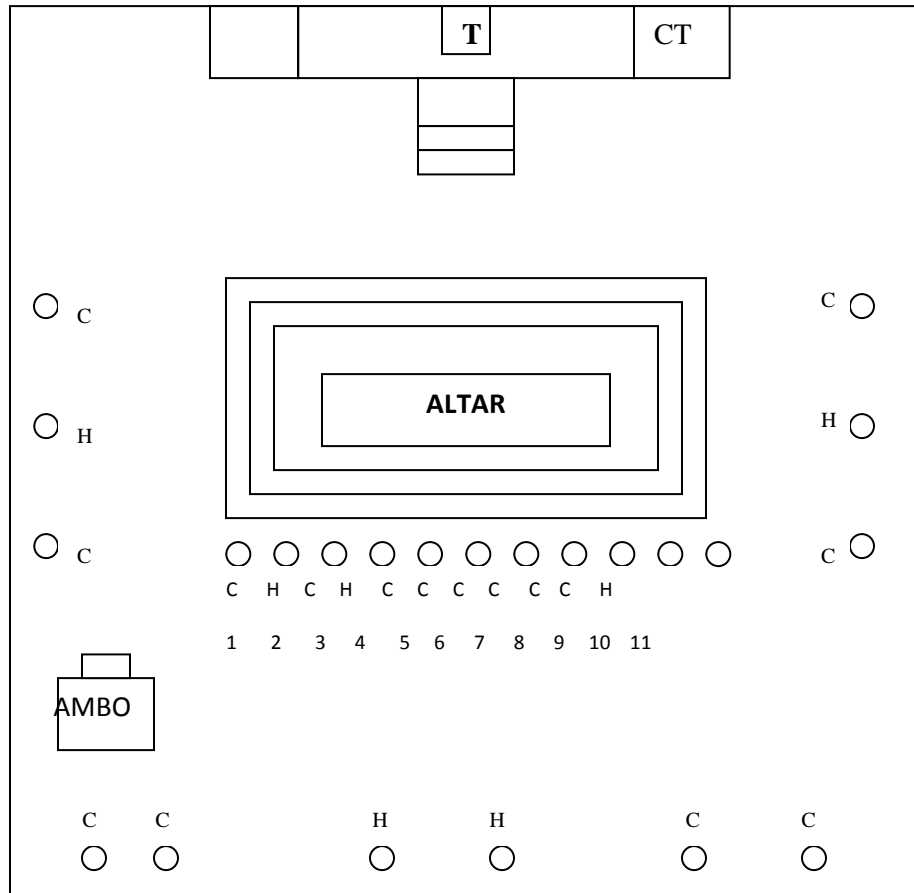
Gathering for Communion

At Communion time, the priest will go to the Tabernacle to retrieve the reserved hosts. After the priest has received the body and blood, the EMHCs should approach the altar from the center aisle of the assembly side, bowing as they enter the sanctuary and then standing at the bottom of first step (see diagram).

While the EMHCs are approaching the altar, the priest will give the body and blood to the servers and when the EMHCs are all present he will give the host to each EMHC.

The EMHC on the east end of the altar will then be given the Cup by the priest. That person will then offer the Cup to each EMHC. While this is going on, the priest will distribute the ciboria and the cups to the EMHCs. The next two EMHCs on the east end will have a ciborium and a cup and will begin distributing Communion to the musicians. Once Communion has been distributed to the musicians, those EMHC, along with another minister of the Cup will continue distributing to the east transept. After the priest leaves the altar to distribute Communion, the EMHCs will then take their positions to distribute Communion to the assembly (again, note the diagram).

EMHC Altar and Distribution Stations



ASSEMBLY

Symbol	Meaning
T	Tabernacle
CT	Credence Table
C	Minister of the Cup
H	Minister of the Host

Ministers of the Sacred Body:

- The words are “The Body of Christ,” (not “Joe, receive the Body of Christ.”)
- Be prepared to offer the host if someone presents their tongue.
- Do not break hosts (unless someone cannot consume an entire host for medical reasons). If you run out of hosts, quietly approach the priest who will supply you with more from his ciborium. Do not begin breaking hosts.
- if someone approaches you with arms folded across the chests or carrying children/babies, simply say “May God bless you,” touching their head with your ring finger and little finger.
- If a host falls to the floor, reverently consume it.
- If you see someone doing something suspicious with the host, such as putting the host in their pocket or walking out without consuming, tell the priest as soon as possible.
- When you have finished distributing at your station, return the ciborium to the altar. Exit the sanctuary with a bow to the altar, return your cross to the sacristy and then return to your pew.

Ministers of the Precious Blood:

- The words are “The Blood of Christ,” (not “Joe, receive the Blood of Christ.”)
- If you run out of Precious Blood, NEVER POUR from one cup to another. Simply return your empty cup to the credence table.
- The purificator is for the cup not any one’s lips. Keep the purificator folded and neat.
- We do not allow “intinction”, that is, someone “dipping” the host into the Precious Blood. If possible, cover the chalice to prevent this.
- If Precious Blood is spilled, place your purificator over it and direct any traffic around it. Obtain a fresh purificator from the sacristy and continue distribution. Advise the priest who will assist in clean up after the Mass.
- When you have finished distributing at your station, determine if you may assist at another station.
- When Communion is finished or you have distributed all the Precious Blood in your cup, then you should move to the credence table. Consume any remaining Precious Blood

(assisted by other ministers if needed). Place the empty cups in the large tray and put your purificator in the basket. Exit the sanctuary with a bow to the altar, return your cross to the sacristy and then return to your pew.

General Comments

- At all times, maintain a spirit of reverence and “noble simplicity” while handling the Holy Eucharist, the Body and Blood of our Lord, Jesus Christ.
- Ushers may direct you to communicants that are unable to come forward. Both ministers of the Body and of the Blood should follow the usher to the communicant. Afterwards, return to your station, unless your cup is empty.
- Avoid touching communicants (no pats on the heads etc.)
- Sacred vessels are purified by ordinary ministers only. This will take place after mass
- A designated EMHC should help wash the chalices and ciboria AFTER purification and one or more EMHCs should offer to assist the sacristan to prepare for the next Mass or to store the vessels.
- There are two basins in the sacristy. The open one is a sink and the covered one is a sacrarium. Ask if you don't know the difference.

If you have any questions, please call Joe Kubler 303-516-9714 or Mary Johnson 303-546-0385